### Introduction to Financial Administration Required E-Courses

_These courses are required before taking the virtual instructor-led courses. You may opt out of these courses by passing the Introduction to Financial Administration Assessment._

- The University as a Business Organization
- Finance Overview including Chart of Accounts
- Business Transactions
- Federal Cost Principles – _not required for HR/Payroll Administration_
- SAP ECC Navigation – _not required for Purchasing nor Coeus_

### Sponsored Projects

**E-Courses**
- Introduction to Sponsored Projects
- Business Ethics Training for Foreign Field Offices
- Business Ethics Training for Faculty and Staff Working on Federal Contracts
- Proposal Preparation
- Budget Development
- Monitoring Subrecipient Activity
- Effort Reporting System – Admins
- Effort Reporting System – Certifiers
- Effort Refresher for Certifiers
- Closeout Procedures

**FastFacts**
- Budget Development for Grants
- Understanding Grant Master Data
- Revised Subrecipient Monitoring Policies and Procedures

### Account Management

**E-Courses**
- Monthly Account Management (required for Accounting Reconciliation course)
- Non-Payroll Cost Transfer Policies and Procedures (required only for Non-Payroll Cost Transfer course)

**FastFacts**
- Analysis- Basic Navigation (required for Introduction to Analysis course)
- Monthly Reconciliation Guidelines and Record Retention
- How to Deposit a Check
- Department Billing Specialist
- Subrecipient Monitoring: How to Protect Yourself and the University

**Virtual Instructor-Led Courses**
- Introduction to Analysis
- Advanced Analysis Skills
- Account Reconciliation
- Non-Payroll Cost Transfer

### HR/Payroll Administration

**E-Courses**
- Hiring and Paying a Homewood Student
- Managing Payroll for Leaves and Terminations

**FastFacts**
- Enhanced Hire ISR Form
- Hiring a Non-US Citizen
- Salary Overpayments
- Processing Leave of Absence ISRs in SAP
- E210 Time and Attendance Form
- Using the ZSR to Request SAP Roles: Now a One-Stop-Shop

**Virtual Instructor-Led Courses**
- Organization Management Admin - ISRs
- Payroll Cost Transfer – eForms
- Time Entry

### Purchasing

**E-Courses**
- Purchasing Policies and Procedures (required for Shopping Cart course)
- Introduction to Shopping Cart
- Procurement Card Policy
- Procurement Card Approver

**FastFacts**
- ME23N Display Purchase Order
- Equipment Purchasing (JHU)
- JHU Procurement ServiceNow

**Virtual Instructor-Led Course**
- Shopping Cart

**Job Aids**
- Fixed Assets Policies and Procedures – Equipment

### Accounts Payable

**E-Courses**
- Processing Online Payments E-Course
- Processing Online Payments Approver
- Petty Cash Approver

**Virtual Instructor-Led Courses**
- Processing Online Payments
- Petty Cash

---

Click the course titles to view course descriptions, dates, and times, or visit the website learning.jhu.edu